



## DEPARTMENT OF THE NAVY

COMMANDER NAVAL AIR FORCE RESERVE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5200

IN REPLY REFER TO:  
COMNAVAIRESINST 4710.1D  
N8  
7 OCT 03

### COMNAVAIRES INSTRUCTION 4710.1D

Subj: COMMANDER, NAVAL AIR FORCE RESERVE (COMNAVAIRES) REPRESENTATIVES FOR NAVAL AIR SYSTEMS COMMAND (NAVAIRSYSCOM (AIR 6.0)), NAVAL AVIATION DEPOTS (NAVAVNDEPOTS), INTERSERVICE AND COMMERCIAL DEPOTS LIAISON REPRESENTATIVES STANDARD OPERATING PROCEDURES

Ref: (a) BUPERSINST 1610.10

Encl: (1) Commander, Naval Air Force Reserve/NAVAIRSYSCOM (AIR 6.0) Organization  
(2) Mission and tasks of COMNAVAIRES Representatives at NAVAIRSYSCOM (AIR 6.0R)  
(3) Mission and tasks of COMNAVAIRES NAVAVNDEPOT liaison Representatives

1. Purpose. To state the organizational relationships, missions, and tasks of COMNAVAIRES representatives to the NAVAIRSYSCOM (6.0), COMNAVAIRES Depot Liaison Representatives, hereafter, referred to as COMNAVAIRES Representative/NAVAIRSYSCOM (6.0R) and COMNAVAIRES NAVAVNDEPOT Liaison Representatives. This instruction has been completely revised and should be read in its entirety.

2. Cancellation. COMNAVAIRESFORINST 4710.1C

3. Discussion

a. COMNAVAIRES/NAVAIRSYSCOM 6.0R liaises between COMNAVAIRES and NAVAIRSYSCOM 6.0 concerning Naval Air Reserve (NAVAIRES) matters in conjunction with aircraft, aircraft components, engine rework scheduling, budgeting, organic and commercial depot support, aircraft configuration and to the weapons system managers for improvement programs for those weapons systems within the Reserve claimancy. NAVAIRSYSCOM 6.0R will provide liaison between COMNAVAIRES and NAVAIR on contracts affecting Reserve hardware.

b. COMNAVAIRES Depot/Commercial Facilities Liaison Representatives will liaison between the depots, COMNAVAIRES, NAVAIRSYSCOM 6.0R, Naval Reserve reporting custodians, and Naval Reserve wing commanders in conjunction with aircraft material condition, product quality control, aircraft configuration, depot level maintenance specifications, aircraft accounting, In-Service Repair (ISR), and customer service.

4. Organizational relationships

a. COMNAVAIRES/NAVAIRSYSCOM 6.0R is included in the COMNAVAIRES Staff Aircraft Material (N8) organizational structure. COMNAVAIRES Detachment Patuxent River will submit annual fitness reports on the incumbent by using reference (a).

b. The COMNAVAIRES Depot/Commercial Facilities Liaison representatives will report to the local Naval Reserve unit for administrative support involving maintenance of service and medical records and will be further assigned to the respective Depot for actual performance of duty. They will report to and perform under the general direction of the COMNAVAIRES/NAVAIRSYSCOM 6.0R, who will submit fitness reports as required.

c. Personnel are individually assigned and ordered into these billets by Commander, Navy Personnel Command and Commanding Officer, Naval Reserve Personnel Center, and are stationed permanently at their respective location for a normal tour of duty.

d. Enclosure (1) of this instruction outlines COMNAVAIRES/NAVAIRSYCOM 6.0R and 7.8 representative organizational relationships.

5. Responsibilities

a. COMNAVAIRES/NAVAIRSYCOM 6.0R and 7.8 represents COMNAVAIRES in the negotiation of aircraft/engine rework schedules, budget adjustments, field modification teams, ISRs, commercial contracts and development of aircraft rework specifications. Specific missions and tasks are included in enclosure (2).

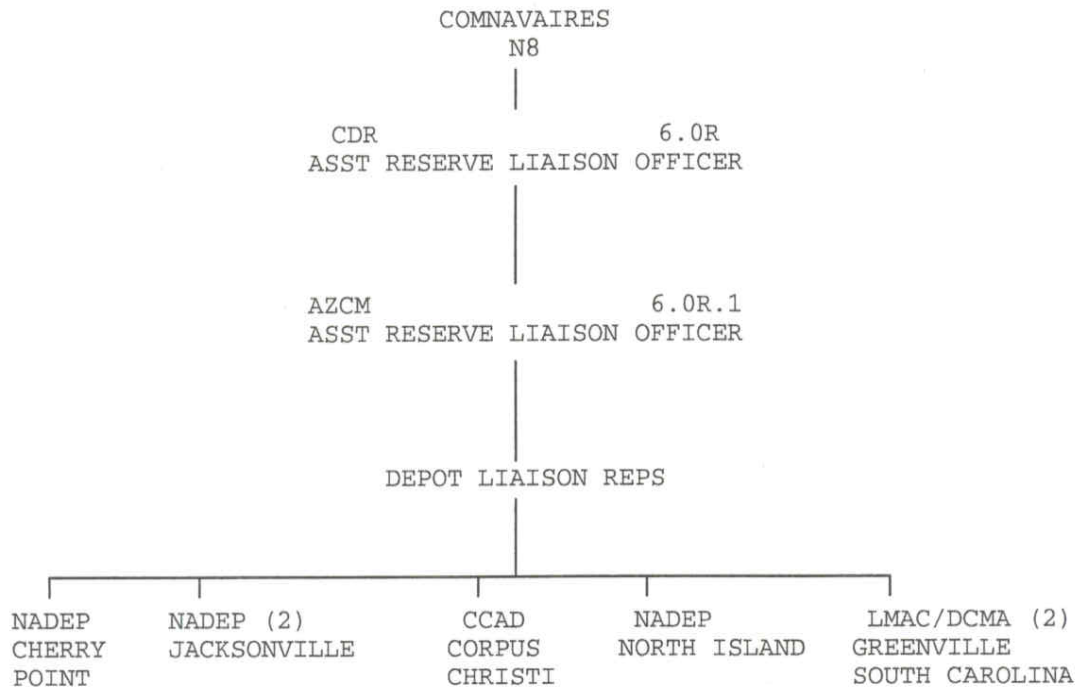
b. The COMNAVAIRES Depot/Commercial Facilities Liaison Representatives will represent COMNAVAIRES for the purpose of coordination of Depot Level Maintenance Programs for aircraft/engines within their cognizant area of responsibility. Specific missions and tasks are contained in enclosure (3).

  
S. P. McMULLIN  
Deputy

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COMMANDER, NAVAL AIR FORCE RESERVE/  
NAVAIRSYSCOM AIR 6.0R ORGANIZATION



Note: Due to space limitations the acronyms appearing above are defined as follows:

Acronyms

Definition

COMNAVAIRES	Commander, Naval Air Force Reserve
Asst	Assistant
Reps	Representative
NADEP	Navy Aviation Depot
CCAD	Corpus Christi Army Depot
LMAC	Lockheed Martin Aircraft Corporation

MISSION AND TASKS OF COMNAVAIRES REPRESENTATIVES AT  
NAVAIRSYSCOM (AIR 6.0R)

FUNCTIONAL DESCRIPTION

1. The COMNAVAIRES/NAVAIRSYSCOM AIR 6.0R Liaison Office has been established to facilitate the depot level effort for aircraft within the Reserve claimancy.
2. Specifically, the Liaison Office is tasked to:
  - a. Serve as interface between COMNAVAIRES and NAVAIRSYSCOM 6.0 and 7.8 transmitting Reserve depot level requirements and assisting in coordinating the budgets, schedules, and execution of the rework program.
  - b. Brief the NAVAIRSYSCOM AIR 6.0 and 7.8 management on known Reserve transitions, modifications, and repair requirements.
  - c. Brief COMNAVAIRES on budget actions, schedules, production, and problems affecting the Reserve portion of the rework program.
  - d. Visit, as necessary, elements of the NAVAIRES establishment to ensure that all activities understand the importance and impact upon readiness of the scheduled maintenance/repair program.
  - e. Represent COMNAVAIRES in aircraft matters, as directed.

SPECIFIED DUTIES

1. Reserve Liaison Officer (AIR 6.0R)
  - a. Determine NAVAIRES rework, modification, and scheduled repair requirements for assigned aircraft, components, engines, ordnance, support equipment, and provide for unscheduled requirements throughout the Future Years Defense Plan (FYDP).
  - b. Plan depot level maintenance for projected transitions, systems updates, and modifications required to attain/maintain configurations compatibility under Chief of Naval Operations; Commander, Naval Air Force, U.S. Atlantic Fleet, and Commander, Naval Air Force, U.S. Pacific Fleet instructions.
  - c. Assist in budget development for the COMNAVAIRES portion of depot rework, modification and repair, to include defending requirements and assessing impacts of changes and marks to the budgets.
  - d. Assist in developing the rework schedules, organic and commercial, for COMNAVAIRES aircraft, engines, and related components.
  - e. Coordinate requirements for modifications, repairs, special rework in lieu of Scheduled Depot Level Maintenance (SDLM), and inspections, both organic and commercial, on COMNAVAIRES assets.
  - f. Assist in commercial programs development, contract negotiations and evaluations, as required.
  - g. Assist in formulating depot level specifications, as required.



h. Monitor the execution of all COMNAVAIRES depot level program/contracts; including schedule changes, requirement changes, expenditure of Reserve funds (initiating reprogramming actions when required for most effective allocation), and unforeseen events.

i. Act as the COMNAVAIRES/NAVAIRSYSCOM 6.0 Liaison to weapons systems managers of Reserve type/model/series aircraft. Monitor all facets of the program improvements regarding the inclusion of Reserve assets in those programs, from initial planning to incorporation of improvements, throughout the FYDP.

j. Keep NAVAIRSYSCOM 6.0 management informed on transitions, modifications and repair requirements of COMNAVAIRES assets.

k. Keep COMNAVAIRES informed on the progress of budget actions, schedules, execution, and problems affecting the Reserve program.

l. Act as reporting senior for COMNAVAIRES depot representatives.

m. Visit COMNAVAIRES quarterly and Reserve wing commanders at least annually or more often, if required.

n. Periodically visit Chief of Naval Operations cognizant managers.

2. Assistant Reserve Liaison Officer (AIR 6.0R.1)

a. Assist COMNAVAIRES/NAVAIRSYSCOM AIR 6.0R Liaison and perform the duties in their absence. As such, be familiar with both organic and commercial programs.

b. Assist the COMNAVAIRES/NAVAIRSYSCOM 6.0R Liaison in all budget formulation, schedule development, modification thereto and execution thereof, and funds expenditures for organic programs.

c. Manage COMNAVAIRES/NAVAIRSYSCOM 6.0R Liaison data management programs, develop programs and seek improvements in software and hardware to produce an effective data management system.

d. Represent COMNAVAIRES/NAVAIRSYSCOM 6.0R Liaison at Navy staff, maintenance, and operating activities, as directed.

e. Act as the COMNAVAIRES/NAVAIRSYSCOM 6.0R Liaison to the weapons systems managers for organically reworked type/model/series aircraft within the Reserve claimancy. Monitor and report on weapons systems improvement programs affecting Reserve inventory throughout the FYDP. Make inputs as directed to the Operational Suitability Improvement Program processes for out year requirements. Report and assist in resolving problems with budgeting, funding, and scheduling of Reserve assets in improvement programs and other unforeseen events as they arise.

MISSION AND TASKS OF COMNAVAIRES NAVAVNDEPOT LIAISON  
REPRESENTATIVE

1. Under the direction of COMNAVAIRES/NAVAIRSYSCOM 6.0R, coordinate depot level maintenance programs with the prime objective being that the finished product meets COMNAVAIRES requirements.
2. Assist the depot in maintaining a balanced workload, and in development and/or review of rework specifications.
3. Act as point of contact and provide liaison between COMNAVAIRES, NAVAIRSYSCOM 6.0R, reporting custodians, and Naval and Marine Corps Reserve wing commanders concerning all cognizant areas of depot level maintenance, In Service Repair (ISR), Aircraft Service Period Adjustment (ASPA), Phased Depot Maintenance (PDM), Integrated Maintenance Concept (IMC), Planning and Estimating (P&E), special rework, and customer service.
4. Conduct a continuing review of all phases of depot level maintenance programs pertaining to the Naval and Marine Corps Reserve, reporting to COMNAVAIRES/NAVAIRSYSCOM 6.0R representative any situation which will impact COMNAVAIRES aircraft, engines, or other support effectiveness.
5. Ensure COMNAVAIRES aircraft and engines processed through the depot have technical directives incorporated for which material and technical data is available.
6. Negotiate SDLM work request between COMNAVAIRES class desk, the aircraft reporting custodian and the depot.
7. Assist the depot, ferry crew, and reporting custodian in the expeditious movement of aircraft.
8. Maintain direct and frequent liaison with all Naval and Marine Air Reserve activities operating aircraft which are under the cognizance of the depot assigned.
9. Attend Integrated Logistics Support Management Team and SDLM meetings held at the depot assigned. Represent COMNAVAIRES at such meetings as directed.
10. Provide weekly status updates to NAVAIRSYSCOM 6.0R and applicable COMNAVAIRES class desks with regard to aircraft/components.
11. Provide a monthly funding status update to NAVAIRSYSCOM 6.0R.
12. Provide direction and guidance, as necessary, with respect to the specification or statement of work, and monitoring performance of work under the contract.